

Hamilton City Development Manual		
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SECTION 18 : AS BUILT PLANS AND ASSET DETAILS

18.1 SCOPE

This section sets out details of the completed works that are to be supplied by contractors or Developers to Council on completion of the work.

18.2 AS BUILT PLANS

Upon completion of construction work, copies of "As-Built" plans and data recording information about the completed works shall be provided to the Hamilton City Council. Responsibility for providing the plans and associated data shall lie with:

- The Developer, in the case of land development (urban and industrial sub-division).
- The Contractor, in the case of works constructed for the Council under contract to the Council.

Plans presented in fulfilment of this requirement shall be shown as "As-Built" in the amendments part of the drawing title block and signed off as 'approved for issue' by a person having responsibility for the quality assurance aspect of the as-built information.

The plans are required in one of two formats:

- Conventional hard copy plans of the size and scales lists in Volume 1, Part 2, Section 2.2.1. These may be a copy of the construction drawings hand annotated with as-built details, clearly marked as "AS-BUILT" and certified. Significant variations from the original design should have an amended plan issued, and therefore only minor variations and items such as sub-soil drains may be hand annotated. These plans must be in good condition suitable for microfilming for archive purposes.
- Where as-built plans are prepared using computer aided design software, DXF or DWG format export files of the hard copy plans should be supplied. The specification for the format is laid out in Volume 4: Appendix 7.

As-Built plans and associated data shall be sent to:

- In the case of subdivisions –
 - Subdivisions Officer
Planning Guidance Unit
Private Bag 3010
Hamilton
E-mail electronic files to: - asbuilts@hcc.govt.nz, include in the sub heading:
- HCC Subdivision Consent Number, Subdivision name and stage number.
 - In the case of Council contracts, send to the Engineer's Representative for forwarding to the appropriate HCC Asset Manager.

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18.2.1 As-Built Details

The plans shall show the following details:

- A plan view of the site showing the location of kerb and channel, catch pits, footpaths, lighting columns, culverts and drainage, subsoil drainage, other drainage structures – e.g. soakage devices, locations of HCC ducts and other below ground features.
- For HCC ducts a location diagram with measurements from reference points to the ends of the ducts and to any angles in the alignment.
- Details of any structures.
- Traffic signal details as required in Section 17.

18.3 DATA SHEETS

Contractors and Developers shall complete data sheets for the following classes of assets:

- Pavement
- Surfacing
- Street Lights

The information required is shown on Appendices 1-3 to this section.

18.4 ASSET VALUES

The Council is legally required to maintain an asset valuation register for all infrastructure assets. Asset values are recorded at what is termed the 'component' level and each asset is depreciated according to rules applicable to particular component types. Assets are entered into the asset register at 'purchase cost'. Asset values are regularly revised taking into account asset condition and assessed remaining life. The asset value information required in the lists of asset data provides the 'purchase cost' for this asset accounting requirement.

The spreadsheets are designed to facilitate data entry of asset values at the 'component level'.

Generally each asset will have a direct cost as well as some indirect costs. Direct costs include Materials and Installation/construction cost.

Indirect costs include such items as Professional fees for design and construction supervision, Resource consents, Insurance and Traffic control.

To determine asset values, indirect costs need to be apportioned pro rata to direct costs using a methodology represented by this formula: -

$$AssetValue = AssetDirectCost + \left(\sum IndirectCosts \times \frac{AssetDirectCost}{\sum AssetDirectCosts} \right)$$

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The component level direct cost will often align with items on a measure-and-value type construction contract. Care is needed to ensure the values of contract variations are attributed to relevant assets rather than being loaded as a general overhead to all assets.

The information required is shown on the Appendices 1-3.

All values shall be exclusive of GST.